

School Form 3 (SF3) Books Issued and Returned (This replaces Form 1 & Inventory of Textbooks)

6	1	1										1						
10	School ID					-	School Y	ear		1						1		
	School Name						Grade	Level		Sec	tion							
		Subject A	rea & Title															
NO.	LEARNER'S NAME (Last Name, First Name, Middle Name)																	REMARKS/ACTION TAKEN (Please refer to the legend on last
110.		Date		Date		Date		Da	ite	Date		Date		Date		Date		page)
		Issued	Returned															
	◆TOTAL FOR MALE TOTAL COPIES																	

NO.	LEARNER'S NAME (Last Name, First Name, Middle Name)		Area & Title		rea & Title		rea & Title	Subject A			rea & Title	Subject A		Subject A				REMARKS/ACTION TAKEN (Please refer to the legend on last
	(Last raine, First raine, made Name)	Date		Date		Date		Date		Date		Date		Date			ate	page)
		Issued	Returned	Issued	Returned	Issued	Returned	Issued	Returned	Issued	Returned	Issued	Returned	Issued	Returned	Issued	Returned	
	◆TOTAL FOR FEMALE TOTAL COPIES				<u> </u>		<u> </u>						<u> </u>				<u> </u>	
	TOTAL LEARNERS LITOTAL COPIES																	

GUIDELINES:

- 1. Title of Books Issued to each learner must be recorded by the class adviser.
- 2. The Date of Issuance and the Date of Return shall be reflected in the form.
- 3. The Total Number of Copies issued at BoSY shall be reflected in the form.
- 4. The Total Number of Copies of Books Returned at the EoSYshall be reflected in the form.
- 5. All textbooks being used must be included. Additional copies of this form may be used if needed.

In case of lost/unreturned books, please provide information with the following code:

A. In Column Date Returned, codes are: FM=Force Majeure, TDO: Transferred/Dropout, NEG=Negligence

B. In <u>Column Remark/Action Take</u>n, codes are: LLTR=Secured Letter from Learner duly signed by parent/guardian (for code FM), TLTR=Teacher prepared letter/report duly noted by School Head for submission to School Property Custodian (for code TDO), PTL=Paid by the Learner (for code NEG). References: DO#23, s.2001, DO#25, s.2003, DO#14,

(Signati	ure over printed name)
Date BoSY:	Date EoSY:

Prepared By: